

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SENIOR PLANS EXAMINER**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Senior Plans Examiner is the third level in a five level Plans Examiner series. Incumbents are responsible for serving as a lead worker and for performing subprofessional combination plan review and structural engineering review of complex frame single-family dwellings, minor multi-family and commercial interiors and alterations or for performing electrical, mechanical or plumbing plan review related to fire, life, health, and safety requirements for commercial and industrial buildings.

The Senior Plans Examiner is distinguished from the Plans Examiner by its responsibility for serving as a lead worker to other employees. The Senior Plans Examiner is distinguished from the Professional Plans Examiner, which has first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor	Daily 10%
2.	Performs subprofesional reviews of plans, specifications, and engineering calculations for compliance with applicable building, plumbing, mechanical, and electrical codes.	Daily 35%
3.	Prepares plan check correction lists, itemizing corrections required with reference to applicable code sections.	Daily 10%
4.	Receives and responds to technical issues and coordinates with internal and external agencies and design professionals regarding code requirements prior to submittal.	Daily 10%
5.	Confers with internal inspectors regarding complex code issues.	Weekly 5%
6.	Provides assistance at the public counter, which includes: responding to inquiries; determining permitting fees; communicating permitting processes; and/or, performing other related activities.	Weekly 5%
7.	Participates in a variety of meetings, committees, task forces, and/or other related groups in order to receive and convey information.	Monthly 5%
8.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Two years of experience as a City of Fresno Plans Examiner are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require)::

- Basic Class C License;
- Must possess and maintain certification in related field by IAMPO, ICC, IAIEI or recognized association, or, Registered Professional Engineer (PE); or, Licensure as an Architect in the State of California.

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Structural engineering principles
- Architecture principles
- Project management principles and practices
- Electrical, mechanical, and plumbing systems associated with buildings and structures
- Building and construction trades, methods, principles, practices and techniques
- Mathematical concepts
- Principles, policies, practices and operations in assigned area of responsibility

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#### **Skills** (position requirements at entry):

Skill in:

- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Providing customer services
- Preparing and performing mathematical calculations
- Reading and interpreting building plans, blueprints, drawings, and/or other technical documents
- Assisting with plans examination projects
- Mediating difficult and hostile situations and individuals
- Conducting technical inspections, including field inspections
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008